

**SUMMARY OF THE
ON-SITE ASSESSMENT COMMITTEE MEETING
APRIL 26, 2000**

The On-site Assessment Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Wednesday, April 26, 2000, at 12:30 p.m. Eastern Daylight Time (EDT). In the absence of the committee's chair, Mr. William Ingersoll, the meeting was led by Mr. R. Wayne Davis of the South Carolina Department of Health and Environmental Control. A list of action items resulting from this meeting is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to discuss proposed changes to Section 3.2.1 of the NELAC Standards.*

INTRODUCTION

Committee discussion centered on proposed changes to Standard Section 3.2.1 in light of previous committee discussions of assessor training, committee experience in reviewing basic training materials prepared by a private contractor for USEPA, and experience gained from the pilot NELAC Assessor Training Course offered earlier in the year. The committee was joined in this discussion by Dr. Margo Hunt of USEPA.

It was generally agreed that the Accrediting Authorities are responsible for the training of assessors and that trainers must use some form of training text or handbook. However, there is currently no approved training course for use by the Accrediting Authorities in training assessors. While the training materials developed under contract to USEPA were reviewed by the committee and deemed sufficient to be pilot-tested, they should be reviewed in light of lessons learned from the pilot testing and modified as necessary before being approved. The handbook will have to be reviewed once a year and modified as the NELAC Standards change. Possible approval methods have been discussed many times in past committee meetings and the approval issue continues to be a stumbling block. It was suggested that the training handbook could be *published* by NELAC to avoid the approval issue. The committee did not arrive at a consensus concerning this suggestion.

SECTION 3.2.1 - BASIC QUALIFICATIONS

Committee members discussed proposed additional language pertaining to an assessor's basic qualifications. The proposed language addressed committee belief that: 1) an assessor should receive some training in how to perform an assessment before being allowed to assess laboratory performance, 2) an assessor should receive training in the NELAC Standards before being allowed to assess a laboratory to those Standards, 3) an assessor should serve an apprenticeship under an experienced, trained assessor, and 4) an assessor should receive some training in a field of testing before being allowed to assess that particular field of testing.

It was noted that although the pilot NELAC Assessor Training Course may fulfill the initial training requirements for NELAC assessors, not all of the first 13 approved Accrediting Authorities sent assessors to attend the courses. Assessors from these Accrediting Authorities will be performing

NELAP assessments without having attended basic assessor training. They have two years to attend basic assessor training. It was also noted that Accrediting Authorities, being ultimately responsible for assessor training, should document in some way that they've briefed their assessors on changes to the NELAC Standards.

After considerable discussion of the issue, Mr. David Friedman and Mr. Richard Sheibley agreed to coordinate in developing draft language and to distribute this language to the rest of the committee for their review. Mr. Davis noted that although proposed changes to the Standard were supposed to be turned into USEPA by April 27, 2000, he would contact the committee chair to ascertain if the deadline could be extended. Mr. Davis also urged committee members to submit their comments directly to Mr. Friedman so that the committee could meet an extended deadline.

MISCELLANEOUS BUSINESS/CONCLUSION

Mr. Jack Hall informed the committee of a change in his Email address. His new address is scl3883@aol.com. Mr. Sheibley alerted the committee to a recent typographic error in his Email address. His correct address is sheibley.richard@dep.state.pa.us.

The allotted time for the teleconference having expired, the meeting was adjourned at 2:30 p.m. EDT.

**ACTION ITEMS
ON-SITE ASSESSMENT COMMITTEE MEETING
APRIL 26, 2000**

Item No.	Action	Responsible Member	Date to be Completed
1.	Mr. Friedman and Mr. Sheibley will coordinate to develop proposed language changes to Section 3.2.1 for review by the rest of the committee.	D. Friedman, R. Sheibley	4/26/00
2.	Committee will submit comments to Mr. Friedman.	All	4/28/00
3.	Mr. Davis will brief Mr. Ingersoll on committee discussion and ascertain whether deadline for submission of proposed changes to the Standard may be extended.	W. Davis	4/28/00

**PARTICIPANTS
ON-SITE ASSESSMENT COMMITTEE MEETING
APRIL 26, 2000**

Name	Affiliation	Phone/Fax/E-mail
Ingersoll, William Chair (absent)	US Navy	T: 843-764-7337 F: 843-764-7360 E: IngersollWS@navsea.navy.mil
Buhl, Rosanna (absent)	Battelle Ocean Sciences	T: 781-952-5309 F: 781-934-2124 E: buhl@battelle.org
Davis, R. Wayne	SC Dept. of Health and Env Cntl	T: 803-935-7025 F: 803-935-6859 E: davisrw@columb36.dhec.state.sc.us
Davis, Susan	City of Austin	T: 512-927-4004 F: 512-927-4038 E: Susan.Davis@ci.austin.tx.us
Dyer, Charles	NH Dept of Environmental Services	T: 603-271-2991 F: 603-271-2867 E: c_dyer@des.state.nh.us
Friedman, David	USEPA	T: 202-564-6662 F: 202-565-2432 E: friedman.david@epa.gov
Hall, Jack	Quanterra, Inc.	T: 423-588-6401 F: 423-584-4315 E: scl3883@aol.com
Moore, Marlene (absent)	Advanced Systems, Inc.	T: 302-834-9796 F: 302-995-1086 E: mmoore@advancedsys.com
Sheibley, Richard	PA Dept of Env Protection	T: 717-787-4669 F: 717-783-1502 E: sheibley.richard@dep.state.pa.us
Uhlfelder, Mimi (Temp. replacement for A. Steinke)	Severn Trent Laboratories (STL Baltimore)	T: 410-771-4920 F: 410-771-4407 E: muhlfelder@stl-inc.com
Finazzo, Barbara Ombudsman (absent)	USEPA Region 2	T: 732-321-6754 F: 732-321-4381 E: finazzo.barbara@epamail.epa.gov
Hunt, Margo (Invited Guest)	USEPA/ORD/QAD	T: 202-564-6457 F: 202-565-2441 E: hunt.margo@epamail.epa.gov
Greene, Lisa (Contractor Support)	Research Triangle Institute	T: 919-541-7483 F: 919-541-7386 E: lcg@rti.org